



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 5355.1L
N01D
27 April 1999

PERSUPPACT SAN DIEGO INSTRUCTION 5355.1L

Subj: DRUG AND ALCOHOL ABUSE PROGRAM

Ref: (a) OPNAVINST 5350.4B
(b) SECNAVINST 5300.28B
(c) SECNAVINST 5300.29A
(d) CINCPACFLTINST 5355.1C
(e) COMNAVBASESANDIEGOINST 5585.1
(f) PERSUPPACTSANDIEGOINST 5355.4A
(g) OPNAVINST 5355.4
(h) OCPMINST 12792.3A
(i) BUMEDINST 6120.20B

Encl: (1) Drug/Alcohol Training and Education Program
(2) Commanding Officer's Policy Statement on Drug and Alcohol Abuse
(3) Sample NAVPERS 1070/613
(4) Drug Urinalysis Program

1. Purpose. To publish policy and procedural guidance for the alcohol and drug abuse control programs within the PERSUPPACT San Diego network; to include education, identification, enforcement, rehabilitation counseling, re-employment, recreational initiatives and required reports. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 5355.1K

3. Background.

a. References (a) and (b) provide comprehensive procedural guidance for the implementation of a command-wide drug and alcohol abuse awareness and prevention program, affecting both military and civilian employees, with "Zero Tolerance" established as the goal. Reference (a) also provides guidance for the disciplinary and/or administrative separation action required when an individual is found to have abused drugs and establishes minimum awareness education training for all command personnel.

b. Reference (c) defines the Navy's alcohol abuse and drunk/drugged driving policies.

c. Reference (d) is the CINCPACFLT Drug and Alcohol Abuse Program and provides policy on educational programs, control measures, and procedures for abuser counseling and rehabilitation. It also provides fleet-wide drug and abuse testing procedures and establishes required reports of urinalysis testing.

d. Reference (e) implements the Drug Detector Dog (DDD) Program and establishes the procedures for requesting and conducting DDD team inspections/searches.

e. References (f) through (h) provide guidance on the identification, enforcement, detection techniques, administration of discipline and rehabilitation for civilian employees.

f. Reference (i) provides instructions concerning the use of NAVMED 6120/1, Competence for Duty Examination, and provides guidance concerning evaluations of sobriety, bodily views (i.e. x-rays) and intrusions (i.e. blood samples and urinalysis samples).

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4. Objectives. PERSUPPACT San Diego Drug and Alcohol Abuse Control Program objectives are to eliminate drug/alcohol abuse/use and trafficking through education as outlined in enclosure (1).

5. Policy. Command policy concerning drug and alcohol use is set forth below; detailed guidance is contained in enclosure (2).

a. Drug use, possession, sales and trafficking and alcohol abuse will not be tolerated. All personnel who are identified as drug abusers/users will be processed for separation.

b. Each person assigned to this command shall receive a copy of enclosure (2) and a Drink Chart Card. Additional cards are available from Command Drug and Alcohol Program Advisor. Each military person will sign enclosure (3).

c. All E5 and below shall attend PREVENT 2000; E6 and above shall attend ADAMS.

d. The chain of command shall be kept informed of all drug and alcohol related problems and incidents.

6. Duties of the Command Drug/Alcohol Program Advisor (DAPA)

a. Advise the Commanding Officer on the Command Alcohol and Drug Abuse Program.

b. Maintain/monitor monthly random urinalysis test results from each detachment.

c. Ensure detachment DAPA's/Urinalysis Coordinators are complying with the various directives concerning Drug/Alcohol abuse/use.

d. Provide training to detachment DAPA's and Urinalysis Coordinators.

7. Duties of the Detachment Drug/Alcohol Program Advisor (DAPA)

a. Comply with references (a) and (d).

b. Advise the Officer in Charge on the Command Alcohol and Drug Abuse Program.

c. Conduct administrative screening of personnel referred as possible drug or alcohol abusers. Coordinate clinical evaluations as directed by the Commanding Officer. Maintain a file of each incident screening for a period of three years. These files are turnover items for relieving DAPAs. Ensure a Privacy Act Statement is maintained for each case file.

d. Coordinate and conduct Level I drug and alcohol abuse awareness education.

e. Monitor members who return to the command following completion of Level II and III programs using the aftercare or follow-up support recommendation of counseling or rehabilitation facilities. (See enclosures (6) and (7) of reference (a).)

8. Duties of the Urinalysis Coordinator (UC)

a. Comply with enclosure (4).

b. Maintain an accurate data base of all personnel assigned to PERSUPPDET in an "onboard" or "TAD" status.

- c. Train observers on proper observation procedures outlined in enclosure (4) of reference (a).
- d. The Urinalysis Coordinator will not be assigned as DAPA/Assistant DAPA or as an observer.
- e. An Alternate Urinalysis Coordinator will be assigned and trained in the proper procedures of the Urinalysis Program in case the Urinalysis Coordinator is required to provide a specimen.
- f. Under no circumstances will the Urinalysis Coordinator and observers provide samples to be included in the batch when conducting urinalysis testing.
- g. Specimen collection will immediately follow the test announcement. Members designated for testing will report directly to the collection site.
- h. Observers must adhere to direct observation policy during urine collection.

9. Drunk/Drugged Driving. The irresponsible behavior of personnel who drive while intoxicated or drugged will not be condoned. In addition to the punitive, educational and administrative actions prescribed in references (a), (d) and (e), Officers in Charge shall ensure the following procedures are executed for personnel who are convicted of a drunk/drugged driving charge:

- a. Enlisted. Officers in Charge shall prepare an appropriate Page 13 entry and enter it in the member's service record, deliver a non-punitive letter of caution, note the inappropriate behavior in the next or a special enlisted evaluation/fitness report (as appropriate) and inform the individual that any repeat violations may result in a misconduct discharge.
- b. Officers. The Commanding Officer shall report applicable incidents to NPC-834, comment on the officer's inappropriate behavior in fitness reports deliver a non-punitive letter of caution and inform the officer that repeat violations may result in a misconduct discharge.
- c. All incidents. All DUI/drugged driving incidents/reports/charges are to be reported immediately to PERSUPPACT San Diego (N01D). Submit follow-up information upon final determination by military or civilian authorities.
- d. Every PERSUPPACT San Diego Sailor who chooses to drink is expected to do so in moderation; and assume a mature, responsible attitude. A DUI/DWI conviction is unacceptable and will not be tolerated. This tragic problem must be aggressively tackled.

10. Drug Detection Dogs (DDD). Enclosure (3) of reference (a) directs inspections using DDD Teams on a recurring basis, but not less than semiannually. Each Officer in Charge is tasked with scheduling the DDD Team for their respective detachments per reference (f).

11. Aftercare. It is imperative that personnel returned from rehabilitation are reassigned to the duties they vacated and integrated quickly into the command's routine without prejudice. All aftercare programs are to be coordinated with the Command DAPA prior to implementation.

12. Case Disposition for Civilian Employees who are identified as Substance Abusers. Guidance on the alcohol and drug abuse by civilians is in references (g) through (i).

13. Administrative Withdrawal of Security Clearances. Members found guilty of a drug or alcohol related offense shall have their security clearance withdrawn immediately. Personnel may have their clearance reinstated after being drug free for one year.

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14. Action. Officers in Charge shall:

- a. Develop and conduct programs to counter alcohol and drug abuse.
- b. Appoint, in writing, an E-6 or above as DAPA. The DAPA will be responsible for overall program coordination, supervision and development.
- c. Establish a urinalysis program that is in strict compliance with enclosure (4) of reference (a). Enclosure (3) specifies urinalysis quotas for each detachment and authority to direct urinalysis testing.
- d. Establish, per enclosure (1), a Drug and Alcohol Awareness Training Program which is separate and distinctive from all other educational requirements.

15. Reports

- a. Drug/Alcohol Abuse Semiannual Report (OPNAV 5350-9): Due no later than 5 April and 5 October. The preparation instructions are in enclosure (12) of reference (a).
- b. Drug/Alcohol Abuse Report (OPNAV 5350-1): Submit no later than 30 days after incident or self referral and any additional follow-up reports to PERSUPPACT San Diego (N01D) (Eyes Only). Enclosure (12) of reference (a) provides preparation instructions.
- c. Drug Detection Dog (DDD) Team Inspections: Report these inspections to the Commanding Officer, Executive Officer and Command DAPA via email.


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Distribution:
PERSUPPACTSANDIEGOINST 5216.1J, Lists I and II

DRUG/ALCOHOL TRAINING AND EDUCATION PROGRAM

1. Background. References (a), (d) and (e) require Commanding Officers/Officers in Charge to organize and conduct education programs regarding Navy policy and regulations governing the use or misuse of alcoholic beverages and drugs.
2. Objectives. The general objective of training programs in support of drug and alcohol abuse education is to increase readiness, eliminate drug use and minimize human loss resulting from abuse. The following are specific training objectives:
 - a. Promote individual awareness of health and discipline problems associated with drug and alcohol abuse and command-wide concern for potential hazards connected with actions taken by individuals under the control of drugs and/or alcohol.
 - b. Ensure all members of the command are aware that they are responsible for their conduct and will be held accountable for their actions while under the influence of drugs or alcohol.
 - c. Ensure all members of the command are aware of the ways in which they may receive medical or counseling assistance in connection with any problems involving drug or alcohol abuse.
 - d. Ensure all members of the command are informed and aware of Department of the Navy policies with regard to the abuse of alcohol and drugs; and further, ensure all members of the command are aware of the administrative and investigative actions which shall be taken to preclude and control alcohol and drug abuse.
 - e. Exploit education programs which are most successful in stimulating peer group pressure to maintain an atmosphere where drug and alcohol abuse is not tolerated.
 - f. Ensure that leadership and management practices at every level in the chain of command operate to create an environment wherein drug or alcohol abuse do not appear as alternatives to responsible conduct.
3. Procedures. The following are some elements considered important in the development and conduct of a training program:
 - a. When available to conduct training on this subject, utilize the services of Counseling and Assistance Center counselors, DAPA's, law enforcement officials and others who are familiar with drug and alcohol abuse.
 - b. Ensure the DAPA:
 - (1) Maintains required films, tapes, pamphlets and other current materials.
 - (2) Is provided adequate opportunity to further his/her training by visiting rehabilitation centers and other available facilities.
 - (3) Conducts/coordinates monthly drug/alcohol education training lectures for all hands.
 - (4) Posts drug/alcohol abuse slogans to increase awareness in the area of substance abuse.
 - (5) Works with the Command/Detachment Physical Fitness Coordinator in developing physical and mental alternatives to substance abuse.
 - (6) Is a committee member for planning all command social functions.

COMMANDING OFFICER'S POLICY STATEMENT ON DRUG AND ALCOHOL ABUSE

1. Drug and alcohol abuse is a violation of Navy Regulations. The Navy defines drug abuse as the use or possession of controlled substances, or illegal drugs, or the non-medical or improper use of other drugs (e.g. prescription, over-the-counter, designer, etc.) which are packaged or prescribed with a recommended safe dosage. For the purposes of this instruction, this category includes the use of substances for other than their intended use (e.g., glue and gasoline fume sniffing, or steroid use for other than that which is specifically prescribed by competent authority). Alcohol abuse is defined as use that has an adverse effect on health, behavior, family, community, or leads to unacceptable behavior as evidenced by one or more alcohol incident(s).
2. As a military member of the Navy, you are prohibited from using or possessing any non-medically prescribed controlled substance or any drug paraphernalia. If you are apprehended, whether on duty, leave or liberty, punitive/administrative action will be taken against you. If you abuse alcohol and violate federal and/or state laws, or it interferes with your efficiency, safe performance of duties, reduces your dependability or reflects discredit on the Navy, I will personally institute administrative procedures to help you solve your alcohol problem. If you resist such help or the help of your shipmates, I will take the necessary action to discharge you from the Navy.
3. If you have a drug or alcohol related problem, the Navy has instituted numerous programs to help you. One such program is the Voluntary Self-Referral Rehabilitation Procedure (VSRP) which allows you the opportunity to turn yourself in to any Counseling and Assistance Center (CAAC), Navy medical officer, or your drug/alcohol program advisor and ask for help. If you have committed a crime associated with drug/alcohol abuse, you can still obtain help; however, you will be held accountable for your actions. Immediate help is available from your supervisor, Drug and Alcohol Program Advisor, CAAC, and local Alcohol Rehabilitation Center (ARC).
4. To help me identify drug and alcohol abusers, the Navy has authorized the judicious use of random urinalysis testing, baggage/vehicle searches, health and comfort inspections, drug detection dogs, breath analysis and fit-for-duty evaluations. I will use all of these programs to eradicate drug and alcohol abuse from the Navy and PERSUPPACT San Diego.
5. The above statement and policy are provided for your information and to reinforce PERSUPPACTSANDIEGOINST 5355.1L. If you need help, ask for it. If you know a shipmate who needs help, offer your hand. I will help each and every one of you to be the best you can be for yourself and for the Navy. If, however, you choose not to comply with the Navy's policy and regulations regarding drug and alcohol abuse, I will hold you accountable.
6. You are required to acknowledge that you have read this policy statement and understand my policy on drug and alcohol abuse by signing a Page 13 entry.

SAMPLE PAGE 13 ENTRY

I have read and understand the contents of the Commanding Officer, Personnel Support Activity, San Diego Policy Statement (enclosure (2) of PERSUPPACTSANDIEGOINST 5355.1L). I am fully aware that abuse of drugs and/or alcohol is not permitted by members of the U.S. Navy. I further understand the consequences of abusing drugs, possessing drug, and/or related paraphernalia and of misusing alcohol and the effect it will have on my naval career. I hereby acknowledge the above counseling and that which I received during my check-in processing within PERSUPPACT San Diego. I acknowledge that abuse of drugs and/or alcohol will not be tolerated.

Signature

Signature of DAPA conducting Drug/Alcohol
Orientation Briefing who witnessed the above signature

DRUG URINALYSIS PROGRAM

1. Urinalysis Testing/Reporting Program. Make judicious use of the urinalysis testing program. Guidelines for the administration of this program are in references (a), (d) and (e) and below:

a. Each detachment shall implement and complete a mandatory monthly random urinalysis sampling program, with more than one sampling scheduled per month. In meeting this requirement, all detachments are to test 20% of assigned personnel. New receipts may be tested as part of the 20% of assigned personnel as long as all new receipts are tested.

b. Command Directed Tests. A urinalysis test should be ordered whenever a member's behavior, conduct, or involvement in an accident or other incident gives rise to a reasonable suspicion of drug/alcohol abuse and a urinalysis test has not been conducted on a consensual or probable cause basis. A minimum of four tests per month will be scheduled at random per reference (a). To standardize this procedure for all detachments, the following will be used:

(1) Initiating Events. Whenever any one of the following events occurs:

(a) An accident or incidents in which safety precautions were violated or unusually careless acts were performed.

(b) A motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving or driving under the influence.

(c) Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, unauthorized absence in excess of 24 hours and similar incidents of misconduct.

(d) Bizarre, unusual or irregular behavior.

(e) Positive results from any urinalysis (i.e., random, probable cause).

(f) Assignment to Level I rehabilitation.

(g) Granted exemption under the "Voluntary Self-Referral for Drug Abuse Rehabilitation Program."

(2) Frequency. Twice a week for six weeks.

(3) When. Immediately upon command knowledge of the initiating event.

(4) Authorization. Commanding Officer/Executive Officer. Officer in Charge or Acting Officer in Charge.

(5) Command Directed Urinalysis Results — Results can be used for rehabilitation or administrative discharge justification; however, they cannot be used for disciplinary proceedings or to characterize the administrative discharge.

2. A locally produced check-off sheet will be used by observers to ensure direct observation is accomplished per Appendix B to enclosure (4) of reference (a).